Accessing CM/ECF

The following instructions will guide you in the basic use of a browser to log onto Electronic Case Files (ECF). You must use Netscape Navigator software version 4.7 or higher or Internet Explorer 5. Due to security a Netscape Navigator session can only be established using Netscape Navigator 4.7. DO NOT USE America On Line's version of Netscape Navigator, or a version lower than 4.7.

STEP 1   On your PC desktop, access **Netscape Navigator** or **Internet Explorer** by clicking on the icon. (**See** Netscape, **Figure 1a,** or Internet Explorer **Figure 1b**).

Netscape Communicator.lnk   Internet Explorer.lnk

Figure 1a   **Figure 1b**

STEP 2   After the **NETSCAPE NAVIGATOR** or **INTERNET EXPLORER** screen displays on your monitor enter the URL for the ECF document filing system or training database.

> ▶   To access the **LIVE** database, enter
>
>   **https://ecf.akb.uscourts.gov**
>
> ▶   To access the **TRAINING** database, enter
>
>   **https://ecf-train.akb.uscourts.gov**

STEP 3   The **WELCOME TO U.S. BANKRUPTCY COURT FOR THE DISTRICT OF ALASKA** page displays on your monitor.

❏   Select the **Document Filing System** hyperlink

STEP 4   The **ECF/PACER LOGIN** screen displays.

❏   Enter the ECF login and password that you received when you registered to be an Electronic Case Files participant. This is the login you'll use to electronically file documents.

OR

❏   Enter your PACER login and password to view electronic case files.

STEP 5   The ECF Main menu bar displays   **(See Figure 1.)**

Figure 1

❏   Select one of the five options on the menu bar to open cases, file documents, query cases, run reports, maintain your user account in utilities, or to logout

❏   For further information on each of these categories, click the yellow question mark **?** help icon.

STEP 6   To **LOGOUT** of the ECF system:

❏   Click on the **Logout** button on the Menu Bar.

❏   To close the browser, click the close icon, or the X in the top right corner of the Menu bar.